

Application for Building, Zoning and Demolition Permit

Codes Department
(315) 733-7500 Ext. 2423
Fax (315) 793-2036

TOWN OF NEW HARTFORD
8635 Clinton Street, New Hartford, NY 13413

C/O C/C No. _____
CPR No. _____
Plumbing No. _____
Septic No. _____

Date: _____ 20, _____

Building Permit No. _____

Application is hereby made to the Codes Department for the issuance of a Building and Zoning Permit pursuant to the NYS Uniform Fire Prevention & Building Code for the construction, addition or alterations, as herein described. The applicant/owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections. Work must be completed within one (1) year of issuance date. NOTE: The issuance of this Building Permit does not preclude any other approvals that may be required by county, state or federal agency.

NOTE: READ INSTRUCTIONS ON REVERSE SIDE

* Applicant's Name: _____

Address: _____

_____ Zip _____

Phone: _____

Email: _____

* Property Owner's Name: _____

Address: _____

_____ Zip _____

Phone: _____

Tax Map Number: _____

Property Location of Proposed Construction: _____

Existing Use of Property: _____

* Proposed Project: _____

* Contractor's Name: _____

Address: _____

_____ Zip _____

Phone: _____

Email: _____

Workers' Compensation, Disability & General Liability Carrier & Policy # **See attached requirements, if needed.** _____

Zoning District _____

Lot Size _____ Area _____

Existing Building Size _____

New Building Size _____

NEW BUILDING YARDS: Zoning-Set Backs from property line.
Fill-in plot diagram on back.

Front Yard Depth _____ Feet

Right Side Yard Width _____ Feet

Left Side Yard Width _____ Feet

Rear Yard Depth _____ Feet

Bldg. Height _____ Feet _____

* Estimated Cost \$ _____

Floor Area _____ Sq. Ft.

Bldg. Permit Fee \$ _____

Commercial Plan Review Fee \$ _____

C/O C/C Permit Fee \$ _____

Demolition Permit Fee \$ _____

Plumbing Permit Fee \$ _____

Septic Permit Fee \$ _____

TOTAL FEE \$ _____

NOTE: Inspections by Codes Department are required at the following schedule: (You must call 24 hrs. in advance for Inspections).

1. Footings before pouring concrete.
2. Poured walls need inspection before pouring.
3. Foundation inspection before backfill.
4. Concrete slabs before placing concrete.
5. Plumbing, Heating, Framing, and Electrical inspections before closing in of the framework.
6. Insulation inspection.
7. When all work is completed, final inspection is required by Sewer, Electrical, Plumbing, and Codes Department. No occupancy of building is permitted without a Certificate of Occupancy issued by the Codes Department.
8. All excavations shall be safeguarded by a temporary fence in accordance with the Town of New Hartford Code 118-80L.

* _____
Signature of Owner, Applicant or Agent

* _____
PRINTED OR TYPED COPY OF SIGNATURE

The application of _____ dated _____ 20, _____, is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction or alteration of a building and/or accessory structure as set for above.

Reason for refusal of permit: _____

Dated _____ 20 _____

INSTRUCTIONS

1. This application must be completely filled in ink and submitted to the Codes Enforcement Office.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.
3. This application must be accompanied by one complete set of plans showing proposed construction.
4. The work covered by this application may not be commenced before the issuance of Building and Zoning Permit.
5. Upon approval of this application, the Codes Department will issue a Building and Zoning Permit to the applicant. Such permit and approval plans shall be kept on the premises available for inspection throughout the progress of the work.
6. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy shall have been granted by the Codes Department.
7. Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land.
8. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.

PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed, and include all setback dimensions from property lines. Give lot and block numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply an approved plot plan showing all the above requirements.

NOTE: TO PREVENT ANY DRAINAGE PROBLEM, SHOW ELEVATIONS, GRADING, SWALES, ETC.

C

D ELEVATIONS OF FINISHED GRADES IN RELATION TO CROWN OF ROAD.

A. _____

B. _____

C. _____

D. _____

GROUND FLOOR _____

REMARKS

NOTE:

1. **IF THIS IS A VACANT LOT PRINT IN DIMENSIONS OF NEW BUILDING.**
2. **IF THERE IS AN EXISTING BUILDING AND A PROPOSED ADDITION PRINT IN DIMENSIONS AND SHOW ADDITION.**
3. **FOR NEW BUILDINGS, SUBMIT AN INSTRUMENT SURVEY OF FOUNDATION LOCATION TO THE BUILDING DEPARTMENT FOR APPROVAL BEFORE A CERTIFICATE OF OCCUPANCY IS ISSUED.**

FRONT PROPERTY LINE

A

B



TOWN *of* NEW HARTFORD

COUNTY *of* ONEIDA

OFFICE OF CODES ENFORCEMENT

8635 Clinton Street, At the Orchards, NEW HARTFORD, NY 13413

OFFICE (315) 733-7500 ext 2423

FAX (315) 793-2036

Emails: LaryG@townofnewhartfordny.gov

CLuppino@townofnewhartfordny.gov

Codes Officers:

Lary Gell

Carmen Luppino

Town Supervisor

Paul Miscione

INSURANCE FORMS NEEDED FOR PERMITS

- **WORKERS' COMPENSATION C105.2**
OR NEW YORK STATE INSURANCE FUND NAMING THE TOWN AS
A CERTIFICATE HOLDER ON 3 SEPARATE FORMS
- **LIABILITY (ACCORD FORM)**
NAMING THE TOWN OF NEW HARTFORD AS ADDITIONALLY INSURED
CERTIFICATE HOLDER
- **DISABILITY DB120.1** NAMING THE TOWN AS A CERTIFICATE HOLDER
- **CONTRACTORS W/O EMPLOYEES CAN SUBMIT A WC/DB EXEMPTION FORM (CE200) @ WWW.WCB.STATE.NY.US**

BE SAFE

Secure Building Permit

Request Inspection

Obtain Certificate of Occupancy